

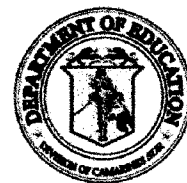


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



October 11, 2017

**Memorandum : Applicants for Guidance Coordinator II
in Nabua National High School**

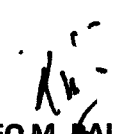
1. In view of the urgent need to fill up the position as mentioned, there will be a Personnel Selection Board (PSB) **deliberation and evaluation** of applicants on **October 27, 2017** at the Division Office Conference Hall at 8:00 o'clock in the morning.
2. In this connection, all interested applicants may please submit their documents for ranking **on or before October 20, 2017** during office hours, as follows:
 - a. Omnibus Certification
 - b. Application Letter
 - c. Comprehensive Resumé
 - d. Certificate of Eligibility
 - e. Performance Ratings for the last three (3) rating periods (with numerical rating);
 - f. Certification of Designations / Service Records as experience relevant to the position;
 - g. Outstanding Accomplishments, such as:
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Project/s
 - iv. Publication / Authorship
 - v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia
 - h. Education – Transcript of Records
 - i. Training/s:
 - i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - iii. As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
 - iv. Chair / Co-Chair in a Technical / Planning Committee

j. CS Form 212 (PDS)

The Qualification Standards for the Guidance Coordinator II position are as follows:

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Guidance Coordinator II (SG – 15)	Bachelor's degree in Guidance and Counseling or any allied discipline	1 year of relevant experience	4 hours of relevant training	RA 1080 (Guidance Counselor)

3. Submission of documents shall be in a **LIGHT GREEN** folder.
4. For widest dissemination, information and guidance of all concerned.


ARNULFO M. BALANE, CESO V
Schools Division Superintendent



Reference: DepEd Order No. 66, s. 2007
DepEd Order No. 19, s. 2016